

Owner Lease Checklist

- Marina Diagram:** Owner shall deliver a copy of the Marina Diagram to Tenant.
- Marina Rules & Regulations:** Owner shall deliver a copy of the Marina Rules and Regulations to Tenant. Owner will be liable for fines assessed for rule infractions by Tenant.
- Tenant's Vessel Insurance:** Copy of Tenant's current Certificate of Insurance must be provided to Marina Office prior to arrival
- Signed Copy of Lease Agreement:** To Marina Office
- Parking Permit:**
 - Cliffside Marina Parking \$100.00 annual fee (one permit only)
 - Payment attached; or
 - Tenant will arrange own parking elsewhere
- Gate Fob(s):** Up to two issued for \$30.00 each
 - How Many Fob's requested _____ (2 maximum)
 - Check for \$_____ attached
- Payment to Owner:** Tenant has been informed to make all payments to Owner including utilities. Tenant is not to send any payments to Association. Owner is required to make all payments for dues, utilities, assessments and fines to the Association.

Please submit one copy to the marina manager and one copy of this checklist along with certificate of insurance, parking fee and gate fob fee, as appropriate to:

WMCA, P.O. Box 111972, Anchorage, AK 99511-1972

Please write your slip number on any payments made to the Association.